

**PEABODY INSTITUTE LIBRARY
BOARD OF TRUSTEES**

**Minutes of Meeting
February 4, 2019**

The meeting was called to order by President Stephanie Najjar at 7:00pm. President Najjar noted the meeting was being recorded by Recording Secretary Allison Lytle

As there was a quorum present, the roll call was taken:

Present

Anne Quinn
Don McAllister
Stephanie Najjar
Dianne Caputo
Wes Merrill
Jean Ahearn
Thomas Pappas
Frances Bisazza-Gallugi

Absent

Kate O'Brien
Sandra Fecteau
Richard Shruhan

Approval of the minutes from the previous meeting

A **MOTION** was made by Don McAllister to approve the minutes of the January 14, 2019 meeting as presented. The motion was seconded by Wes Merrill. A vote was taken.

All in Favor: Yes. Any Opposed: No. The motion was unanimously approved.

Receipt of Communications

President Najjar stated there was no communication on which to report.

Director's Report

Director Melissa Robinson presented the following report and provided the Trustees in attendance with written copies for their information.

Director's Report to the Board of Library Trustees
February 2019

Staffing

Job offers have been made and accepted for both the Senior West Branch Librarian position and the temporary Children's/ Public Services Librarian position. Start dates for both positions will be determined once all paperwork is complete, hopefully within the next two to three weeks.

Interviews are currently underway for the vacant Teen Library Aide position.

Library aide Jeremy Mele has requested a transfer from the Creativity Lab to the Public Service Desk. He is filling the vacant position previously held by Cynthia Matos. He will officially start in Public Services on Monday, February 4th.

Library aide Roshan Mahato resigned. His last day was Wednesday, January 23rd. I have started the process of hiring a new aide for the Creativity Lab and one for the Public Service Desk.

The Managing Aggressive Behaviors training with Fire Chief Steve Pasdon was rescheduled for Wednesday, February 20th due to illness.

Library assistant Yahaira Cosme remains out on parental leave. She is expected to return to work in June.

Building & Grounds

The elevator: we are running the elevator without the heater because of the smell. There is still a smell, but it does not permeate the whole library when the heater is off. We do not have the results of the oil test back yet. That means we have no official resolution as to what type of oil is in the tank. City Elevator has had techs out several times to look at the elevator. They are tentatively recommending a three-part solution. First, they suggest we install a different type of heater. Second, they recommend installing a fan inside the vent that goes outside to pull the odor out. Third, they are suggesting that we completely change the oil. A complete oil change was done two years ago when we switched from bio oil to hydraulic oil. Oil should last 10-15 years, not two years. The reason why the oil degraded so quickly is unclear, but we hope the oil test may shed some light on this matter. In the meantime, since the oil level is low, City is suggesting that as a stopgap measure, we add 20 additional gallons of oil. The Director of Facilities and I are hoping the oil test comes back this week before we have to make decisions on any of these proposals.

On January 23rd, snow falling from the roof on the East Side of the Main Library brought down a roof tile and caused damage to three vehicles. The City is handling the insurance claims for the damages. Going forward, we will block off the parking spaces on this side of the building after any significant snow event, not just when icicles form.

The Director of Facilities and I have both spoken to the Mayor about the elevator and the roof. If we do need to change out the elevator oil, we will need capital funding. The Mayor reports that capital requests should be going in front of the City Council soon and will include funds for the roof and elevator.

Budget

Budget numbers for this fiscal year so far are available for review and questions, if any.

In order to help cover the Outside Services expenses that we have been discussing over the

past few months, I would like to use \$10,000 from the State Aide account. \$4,000 of this will come from the Building line and \$2,000 from the Operating line. Additionally, I am asking the Board to approve moving \$2,000 from Utilities and \$2,000 from Staff Development into Operating expenses to reach the \$10,000. I still anticipate needing additional City funds to fully cover this year's Outside Services expenses, but this will defray the costs without significant negative impact to other budget categories.

I am also asking the Board to reallocate \$1,500 from the State Aide book budget to a technology line item. NOBLE will be moving our circulation system to an online client over the next few months. We recently learned that in order to run this new client, we need to have Windows 10 on all staff computers. Eight of our staff computers are not currently able to run Windows 10 and will need to be replaced. Some of these will have to wait until July, but we would like to replace at least a few as soon as possible. Given the new formula that is used to calculate State Aide requirements, moving money from books to technology will not impact our eligibility for certification.

Program and Activities

A reminder to the Board that the George Peabody Birthday concert will take place on Friday, February 22 at 7pm in the Main Reading Room and will feature Celtic harpist Aine Minogue. The Foundation will acknowledge and thank its major supporters during that event.

Our annual Food for Fines program to benefit the Haven from Hunger will run from February 1 - March 1 this year. Patrons who donate non-perishable food items will have their overdue fines on Peabody-owned items forgiven.

The third annual PILCon comic book convention will take place on Saturday, May 4th this year. This has turned it to a much anticipated and well-attended annual event.

The library is currently participating in the annual pajama drive sponsored by the Massachusetts Board of Library Commissioners and the Boston Bruins from February 1- March 15. These pajamas are distributed to babies, children and teens served by the Department of Youth and Families and the non-profit organization Cradles to Crayons.

Audubon

On Wednesday, January 30th, Assistant Director Gerri Guyote, Archivist Erik Bauer and I attended the opening of the Nature's Nation exhibit at the Peabody Essex Museum. The library's Carolina Parakeet print is a wonderful addition to this large and impressive exhibit. Should anyone on the Board be interested in seeing it on display, the exhibit opened to the public on February 2nd and will be at PEM until May 5th.

Trustee Anne Quinn inquired as to when they switched the oil from one type to another if they cleaned the tank sufficiently and if that could be causing the current issue. Director Robinson stated that it was impossible to get all of the oil but that the trace amount that would be left after the process was completed would not cause the problem they were experiencing.

In response to a question from the Board, Director Robinson stated that either she or the Director of Facilities called every day inquiring about the oil test results. She did not have a timeline on when the testing would be finished but she hoped it would be soon so they could resolve the issue.

Trustee Quinn inquired as to what the response was when looking to hire someone for a temporary parental leave. Director Robinson stated that for the most recent parental leave they had six qualified applicants and they were able to hire someone to fill the temporary position. Director Robinson stated that many candidates were either trying to decide if they wanted a career in librarianship or were hopeful they could eventually be hired for a permanent position in the Library.

A **MOTION** was made by Thomas Pappas to accept the Director's Report as presented. The motion was seconded by Anne Quinn. A vote was taken.

All in Favor: Yes. Any Opposed: No. The motion was unanimously approved.

Reports of the Committees

BUILDINGS & GROUNDS: Committee Chair Wes Merrill stated there was nothing to report in addition to the report provided by the Library Director.

AUDUBON PRINTS: As Committee Chair Richard Shruhan was not present there was no new report.

PERSONNEL: Committee Chair Don McAllister stated there was nothing to report in addition to the report provided by the Library Director.

POLICIES AND PROCEDURES: Committee Chair Jean Ahearn stated there was nothing to report in addition to the report provided by the Library Director.

LIAISON TO THE PEABODY HISTORICAL SOCIETY: Liaison Tom Pappas reported he spoke with Historical Society President Dick St. Pierre on January 22nd. Trustee Pappas reported that Mr. St. Pierre informed him that the new owners of the Proctor House on Lowell Street wanted to open the house up to the public so Mr. St. Pierre would be meeting with them to discuss the issue. The Historical Society would be undertaking renovations to their windows, chimney and roof of their office location in the near future. Trustee Pappas reported that Mr. St. Pierre had also offered to come to any Library Trustee meetings should they ever want him to attend.

Trustee Pappas reported that he learned that the Historical Society was not involved in the Third Grade George Peabody Essay contest. Trustee Pappas inquired as to whether or not the Trustees wanted him to pursue the issue of having Trustee

involvement in the judging any further. The Board discussed the issue and agreed to not pursue it any further.

Trustee Pappas stated the Historical Society was hosting a lecture on Martha Washington by Anne Barrett on February 10th at 2pm at the Felton Smith House.

LIAISON TO THE FRIENDS OF THE PEABODY INSTITUTE LIBRARY: Liaison Dianne Caputo reported the Friends would next meet on Wednesday, February 6th.

LIAISON TO THE PEABODY INSTITUTE LIBRARY FOUNDATION BOARD OF DIRECTORS: Liaison Anne Quinn reported the Foundation Board met on January 16, 2019 and at that meeting they voted not to pursue the George Peabody Dinner Gala in 2020 as they had been discussing. The Board determined it was too expensive and difficult to plan at that time.

Trustee Quinn reported Foundation President Martha Holden asked Foundation Treasurer Anne Marie Burns to develop a long-term financial plan for the Foundation regarding income, budgeting and planning for the future. The Board would discuss the plan in more detail at their next meeting.

Trustee Quinn reported that the Foundation Board discussed the issue of gifts for departing Directors and Foundation President Holden had asked Trustee Quinn to look into the options for gifts and what had been done in the past and report back at the next Foundation meeting. Trustee Quinn reported she drafted a policy for the Foundation to outline when they would purchase gifts and what the monetary value of said gift would be. Trustee Quinn stated that as it was also an issue the Trustees dealt with on occasion she drafted a policy for the Trustees, which she distributed to the Board. Trustee Quinn inquired as to whether or not this was something they wished to discuss at a future meeting.

The Board discussed the issue and also the possibility of developing a Trustee handbook. In response to an inquiry from the Board, Library Director Robinson stated she would look into alternate forms of gifts for departing Trustees should they request it such as donating to the Foundation on the Trustees' behalf or purchasing an item that the Library needed and paying for that item out of the line item designated for the Trustees' miscellaneous expenditures. Director Robinson stated she would speak to the City Solicitor on the issue.

A **MOTION** was made Frances Bisazza-Gallugi to accept the Committee reports as presented. The motion was seconded Jean Ahearn. A vote was taken.

All in Favor: Yes. Any Opposed: No. The motion was unanimously approved.

Unfinished Business

President Najjar stated there was no unfinished business on which to report.

New Business

Trustee Frances Bisazza-Gallugi reported she was the secretary for the Charter Review Board and they met at the Library twice a month. For their upcoming meetings on February 12th and February 26th, the tech lab was unavailable for them to use as their meeting space. Trustee Bisazza-Gallugi reported that Director Robinson suggested she ask the Trustees if they could use the Trustees' room for their upcoming meetings. The Board discussed the issue and agreed the Charter Review Board could use the Trustees' Room in the future should they not be able to secure another meeting space in the Library.

Trustee Bisazza-Gallugi reported that she was a member of the Peabody Garden Club and they had expressed interest in looking into developing a seed exchange program at the Library. Trustee Bisazza-Gallugi explained that other libraries, including the Lynn Library, developed the exchange using old card catalogs, where patrons could take seeds that they needed, and leave seeds for other members to use. The seeds were arranged in the card catalogue alphabetically and it was a free exchange system.

The Board discussed the programming idea and the potential issues as well as benefits to the Library. Director Robinson stated she believed a group had already approached Programming Librarian Kelly Rae Unger about the possibility of establishing the exchange so she would get an update from Ms. Unger and report back to the Board. Director Robinson stated that other libraries in the area had similar programs and as that was the case, they had probably developed policies for the program. Director Robinson reported she would research the corresponding policies as well.

A **MOTION** was made by Thomas Pappas to approve the expenditure of \$10,000 from the State Aide account to address Outside Services expenses as follows:

- \$4,000 from Building line
- \$2,000 from Operating line
- Move \$2,000 from Utilities into Operating
- Move \$2,000 from Staff Development into Operating

The motion was seconded by Don McAllister. A vote was taken.

All in Favor: Yes. Any Opposed: No. The motion was unanimously approved.

A **MOTION** was made by Jean Ahearn to approve the reallocation of \$1,500 from the State Aide book budget to a technology line item. The motion was seconded by Don McAllister. A vote was taken.

All in Favor: Yes. Any Opposed: No. The motion was unanimously approved.

As there was no additional business to come before the Board, a **MOTION** to adjourn was made by Wes Merrill. The motion was seconded by Frances Bisazza-Gallugi. A vote was taken.

All in Favor: Yes. Any Opposed: No. The motion was unanimously approved.

The meeting was adjourned at 7:45pm.

Submitted by,

Allison M. Lytle
Recording Secretary